

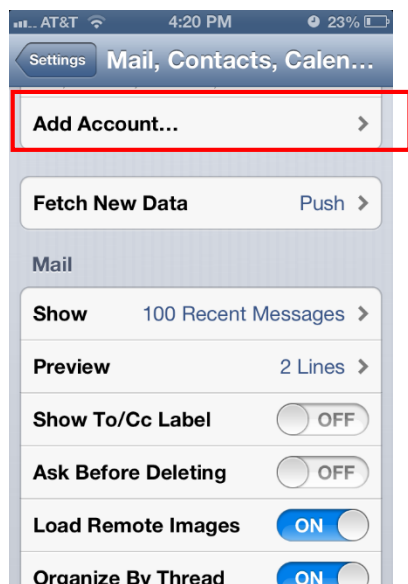
# How to Configure Microsoft 365 E-Mail on your mobile device (iPhones, iPads or iPod Touch)

The following instruction are how to setup your Apple device to be used with the new Office 365 email used by CFISD.

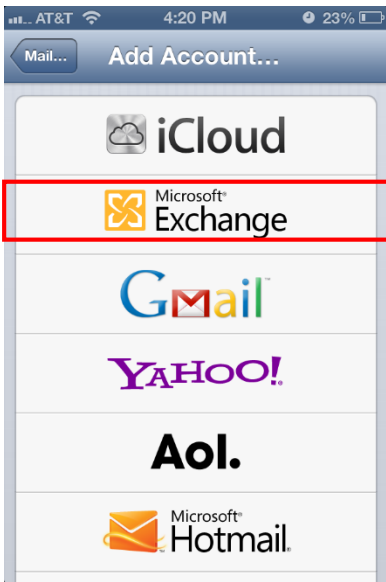
1. Tap Settings > Mail, Contacts, Calendars



2. Tap Settings > Mail, Contacts, Calendars > Add Account.

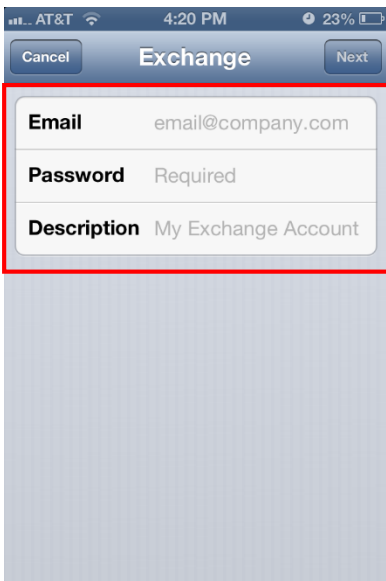


3. Tap Microsoft Exchange.



4. Type the information requested in the Email, and Password boxes. Enter a Description to identify this account (for example: CFISD O365).

**Note:** You need to type your full email address in the Email box (for example, [john.smith@cfisd.net](mailto:john.smith@cfisd.net) ).



5. Tap Next on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account.

**Note:** Under certain circumstances your Apple device may not find your settings. If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name. If you're connecting to your Office 365 email, use **outlook.office365.com** for your server name.

6. Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are synchronized.



7. You have now completed the Office 365 email setup process.
8. To view your email account on your Apple device, tap the **Mail** icon on your home screen.
9. To view your calendar items on your Apple device, tap the **Calendar** icon.

## Manual Configuration of your Apple device

If your Apple device can't find your settings, you'll need to manually enter a server name. For your Office 365 email, use *outlook.office365.com* for your server name.

In the Server box, enter your server name, and then tap Next.